



Script Name	TRI-MEweb RY 2016 User Acceptance Testing	
Script Synopsis	The RY 2016 TRI-MEweb User Acceptance Testing script guides you through the key scenarios required when preparing and certifying a TRI form.	
Prerequisites	The user has a CDX user ID and access to the TRI-MEweb data flow in CDX. The user has successfully logged into CDX and has access to at least one TRIFID.	
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Introduction		
These test scripts are sample scenarios to get you started with common processes within TRI-MEweb. This UAT session will allow you to access the modernization TRI-MEweb application before it is made publicly available in January 2017. We highly encourage you to provide feedback on your experience via the JIRA issue collectors and if at any time you are in need of assistance with the application please contact Daniel Mayard (337-484-1745) or Val Nwokobia (703-227-5562) for help.		



Test Name	Adding a facility
Test ID	TRI-UAT 1.1
Synopsis	The test will verify that the user can add a facility to their profile.
Prerequisites	The user has logged into CDX and the TRI-MEweb application is open.



Navigation Steps	Notes
<ol style="list-style-type: none">1. From the My TRI page, click the "I need to:" drop-down and select the "add a facility" option from the drop-down menu. This will take you to the "Add Facility" page. Use the images provided for reference. <p>*Note: User experience may vary compared to images shown.</p>	

US EPA <https://testngn.epacdxnode.net/cdx-trime-web/action/facility/add> Add Facility | Central Data ...

File Edit View Favorites Tools Help

[Dev] CDX Home Central ... [Test] CDX Home Central...

TRI-ME WEB DGMAYARD - CERTIFIER - daniel.mayard@cgifederal.com (Log out)

My TRI Facility Management Forms Submission History Help Tutorials Preferences Help Chat

Add Facility

TRI facilities are location specific. This means that if a prior owner or operator reported to TRI for the location, then you should report to TRI using the same TRI identification number (TRIFID) as used by the prior owner. If your facility changes its physical location, you should report under the TRIFID for the new location. If you have any questions regarding which TRIFID to use for your facility, please contact the CDX Help Desk at (888) 890-1995. Reporting under the incorrect TRIFID will delay the processing of your TRI forms.

Select an option below to get started:

My facility has previously reported to TRI

My facility has not previously reported to TRI

I am not sure if my facility has previously reported to TRI

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Navigation Steps	Notes
<p>2. On the "Add Facility" page you will see 3 options for adding a facility. To begin, choose the third option of "I am not sure if my facility has previously reported to TRI." This will launch the Facility Widget and allow you to perform a search for an existing facility. If you are unable to find your facility, you will be given the option to create one. Follow the on-screen instructions to add a facility to your profile.</p>	
<p>3. This test is complete when you arrive at the "Manage Facilities" page having successfully added a facility to your profile. You should see the newly added facility listed in the table. Feel free to return to the "Add Facility" page and perform the other two scenarios for adding a facility as well.</p>	



Test Name	Preparing a Form A
Test ID	TRI-UAT 1.2
Synopsis	The test will verify that the user can create and prepare a Form A.
Prerequisites	The user has logged into CDX and the TRI-MEweb application is open.

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Navigation Steps	Notes
<p>1. From the My TRI page, click the "I need to:" drop-down and select the "prepare a form" option from the drop-down menu. This will take you to the "Form Home" page. Use the images provided for reference.</p> <p>*Note: User experience may vary compared to images shown.</p>	

The screenshot displays the TRI-ME WEB Form Home interface. At the top, there's a navigation bar with links like 'My TRI', 'Facility Management', 'Forms', 'Submission History', and 'Help'. Below this, the 'Form Home' section features a 'Reporting Year' dropdown set to '2016' and a 'Filter' box. The main content is a table listing facilities with their TRIFID, Facility Name, Address, Form Count, and Actions. A dropdown menu is open for the first facility, showing options like 'Add Form(s)', 'Create new form(s)', 'Import prior year form(s)', and 'Upload XML'. The page footer includes version information and links to technical support and EPA resources.

TRIFID	Facility Name	Address	Form Count	Actions
1946WLMGXRR2	ALMEGA	539 CAJUNDOME BLVD, LAFAYETTE, LA 70506	In Progress: 14 / Pending: 0 / Certified: 9	Add Form(s)
2220WBLLTL131NC	BELL ATLANTIC VA 73064	1310 N COURTHOUSE RD, ARLINGTON, VA 22201	In Progress: 20 / Pending: 0 / Certified: 0	+ Create new form(s) Import prior year form(s) Upload XML
7050WCVSPH111WE	CVS PHARMACY 5554	111 WESTGATE RD, LAFAYETTE, LA 70506	In Progress: 0 / Pending: 0 / Certified: 3	Add Form(s)
7050WCVSPH192KA	CVS PHARMACY 5443	1920 KALISTE SALOOM RD, LAFAYETTE, LA 70508	In Progress: 6 / Pending: 0 / Certified: 9	Add Form(s)
7050WCVSPH544AM	CVS PHARMACY 8958	5044 AMBASSADOR CAFFERY PKY, LAFAYETTE, LA 70508	In Progress: 3 / Pending: 0 / Certified: 0	Add Form(s)
7050WCVSPH75BER	CVS PHARMACY 5284	705 BERTRAND DR, LAFAYETTE, LA 70506	In Progress: 0 / Pending: 0 / Certified: 2	Add Form(s)
7050WDGCM711JH	DG & COMPANY, LLC	711 JOHNSTON ST, LAFAYETTE, LA 70501	In Progress: 0 / Pending: 0 / Certified: 1	Add Form(s)
7050WLBRTS44AMB	ALBERTSONS 2719	4400 AMBASSADOR CAFFERY PKY, LAFAYETTE, LA 70508	In Progress: 0 / Pending: 0 / Certified: 0	Add Form(s)

Navigation Steps	Notes
2. Click the "Add Form(s)" drop-down in the "Actions" column for the facility you would like to prepare a form for.	
3. Click the "Create new form(s)" option from the drop-down menu.	
4. Follow the on-screen instructions in the pop-up to select the chemical "Benzene". Once it is chosen, click the "Add Form(s)" button. This will take you back to "Form Home" page. *Note: Not all chemicals can be prepared as a Form A so to be sure you can successfully complete this test we recommend "Benzene" as your chemical.	
5. The chemical name that you've chosen will be shown beneath the applicable facility. Under the "Form Type" column click the "change" link.	
6. On the "Change Form Type" pop-up, select the "Form A" radio button and click "Save" to change the form to a Form A. This will take you back to the "Form Home" page.	
7. Click the "Continue" button under the "Actions" column to begin the form and follow the on-screen instructions to prepare your Form A.	
8. Fill out the applicable sections within the form and navigate through the form parts by using the "Prev" and "Next" buttons at the bottom of the. You may click "Save" at any time to save your changes.	
9. This test is complete when you click "Next (Check for Errors)" and arrive at the "Check For Errors" page.	



Test Name	Preparing a Form R
Test ID	TRI-UAT 1.3
Synopsis	The test will verify that the user can create and prepare a Form R.
Prerequisites	The user has logged into CDX and the TRI-MEweb application is open.

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Navigation Steps	Notes
<p>1. From the My TRI page, click the "I need to:" drop-down and select the "prepare a form" option from the drop-down menu. This will take you to the "Form Home" page. Use the images provided for reference.</p> <p>*Note: User experience may vary compared to images shown.</p>	

The screenshot displays the TRI-ME WEB Form Home interface. At the top, there's a navigation bar with links like 'My TRI', 'Facility Management', 'Forms', 'Submission History', and 'Help'. Below this, the 'Form Home' section features a 'Reporting Year' dropdown set to '2016' and a 'Filter' box. The main content is a table listing facilities with their TRIFID, Facility Name, Address, Form Count, and Actions. A dropdown menu is open for the first facility, showing options like 'Add Form(s)', 'Create new form(s)', 'Import prior year form(s)', and 'Upload XML'. The page footer includes version information and links to technical support and EPA resources.

TRIFID	Facility Name	Address	Form Count	Actions
1946WLMGXRR2	ALMEGA	539 CAJUNDOME BLVD, LAFAYETTE, LA 70506	In Progress: 14 / Pending: 0 / Certified: 9	Add Form(s)
2220WBLLTL131NC	BELL ATLANTIC VA 73064	1310 N COURTHOUSE RD, ARLINGTON, VA 22201	In Progress: 20 / Pending: 0 / Certified: 0	+ Create new form(s) Import prior year form(s) Upload XML
7050WCVSPH111WE	CVS PHARMACY 5554	111 WESTGATE RD, LAFAYETTE, LA 70506	In Progress: 0 / Pending: 0 / Certified: 3	Add Form(s)
7050WCVSPH192KA	CVS PHARMACY 5443	1920 KALISTE SALOOM RD, LAFAYETTE, LA 70508	In Progress: 6 / Pending: 0 / Certified: 9	Add Form(s)
7050WCVSPH544AM	CVS PHARMACY 8958	5044 AMBASSADOR CAFFERY PKY, LAFAYETTE, LA 70508	In Progress: 3 / Pending: 0 / Certified: 0	Add Form(s)
7050WCVSPH75BER	CVS PHARMACY 5284	705 BERTRAND DR, LAFAYETTE, LA 70506	In Progress: 0 / Pending: 0 / Certified: 2	Add Form(s)
7050WDGCMF711JH	DG & COMPANY, LLC	711 JOHNSTON ST, LAFAYETTE, LA 70501	In Progress: 0 / Pending: 0 / Certified: 1	Add Form(s)
7050WLBRTS44AMB	ALBERTSONS 2719	4400 AMBASSADOR CAFFERY PKY, LAFAYETTE, LA 70508	In Progress: 0 / Pending: 0 / Certified: 0	Add Form(s)

Navigation Steps	Notes
2. Click the "Add Form(s)" drop-down in the "Actions" column for the facility you would like to prepare a form for.	
3. Click the "Create new form(s)" option from the drop-down menu.	
4. Follow the on-screen instructions in the pop-up to select a chemical that you would like to create a form for. Once it is chosen, click the "Add Form(s)" button. This will take you back to "Form Home" page.	
5. The chemical name that you've chosen will be shown beneath the applicable facility. Click the "Begin Form" button under the "Actions" column to begin the form and follow the on-screen instructions to prepare your Form R.	
6. Fill out the applicable sections within the form and navigate through the form parts by using the "Prev" and "Next" buttons at the bottom of the screen or by using the navigation bar at the top of the form header (Form R only). You may click "Save" at any time to save your changes.	
7. This test is complete when you click "Next (Check for Errors)" and arrive at the "Check For Errors" page.	



Test Name	Checking your forms for errors
Test ID	TRI-UAT 1.4
Synopsis	The test will verify that the user can check their form for errors.
Prerequisites	The user is logged into the TRI-MEweb application and has prepared at least one form.

The screenshot displays the TRI-MEweb application interface. The top navigation bar includes 'My TRI', 'Facility Management', 'Forms', 'Submission History', and 'Help'. The 'Forms' dropdown menu is open, showing options: 'Form Home', 'Upload Forms', 'Check for Errors' (highlighted with a green box), and 'Pending Forms'. The main content area is divided into several sections: 'Welcome to TRI-MEweb!', 'Your RY 2016 Snapshot' (a pie chart showing 27 Certified, 1 Pending Certification, and 55 In progress), 'User Profile' (for Daniel Mayard), 'What is new in TRI-MEweb?', and 'Release Trends' (a line graph for ALMEGA (1946WLMGXRR2)). A right-hand sidebar contains 'Notifications' with links to TRIFID Signature Agreements, a 248 Days Until RY 2016 Deadline warning, and eReceipts Available. The bottom status bar shows the URL 'https://testngn.epacdnnode.net/cdx-trime-web/action/forms/validate/checkForErrors/' and version information 'Version: 2016.0.30-BETA'.

Navigation Steps	Notes
<p>1. From the My TRI page, click the "Forms" drop-down in the navigation bar and select the "Check for Errors" option from the drop-down menu. Use the image provided for reference. This will take you to the "Check for Errors" page.</p> <p>*Note: User experience may vary compared to images shown.</p>	
<p>2. Make sure that the appropriate facility is chosen in the "Select a Facility:" drop-down and follow the on-screen instructions to check your form(s) for errors.</p> <p>In this section you can:</p> <ul style="list-style-type: none"> • View an Error List in the event a form has failed the error check by clicking "View/Fix Errors" in the "Failed Form(s)" table. This list will allow you to review the errors found and enter "Error Navigation Mode" where you can return to the form and fix the errors in their respective section of the form. • View "Summary Reports" in the event the form has passed after being checked for errors and is listed in the "Passed Form(s)" table. 	
<p>3. This test is complete when you have successfully moved your form to the "Passed Form(s) table" and any critical errors (if applicable) have been addressed.</p>	



Test Name	Certifying your forms
Test ID	TRI-UAT 1.5
Synopsis	The test will verify that the user can certify and submit a form.
Prerequisites	The user has logged into TRI-MEweb application and has at least one form that has passed the error check.

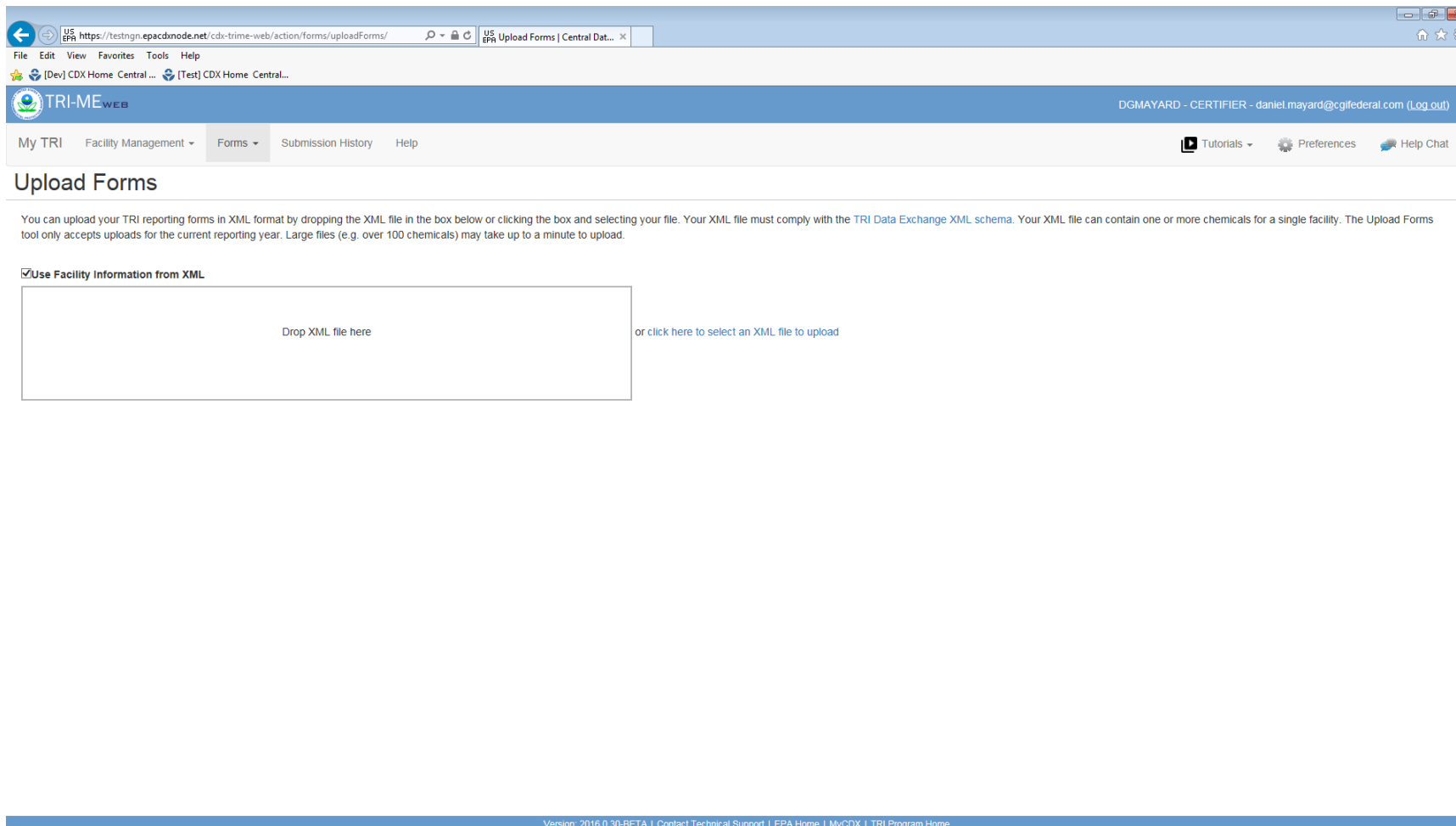
The screenshot displays the TRI-MEweb application interface. The browser address bar shows the URL: <https://testngn.epacdnnode.net/cdx-trime-web/action/myTri/home/>. The application header includes the TRI-MEweb logo and the user's name, DGMAYARD - CERTIFIER, with a (Log out) link. The main navigation bar contains links for My TRI, Facility Management, Forms, Submission History, and Help. The Forms dropdown menu is open, showing options: Form Home, Upload Forms, Check for Errors (highlighted with a green box), and Pending Forms (with a red notification icon). The main content area is divided into several sections: a Welcome message, a Your RY 2016 Snapshot with a pie chart showing 27 Certified, 1 Pending Certification, and 55 In progress; a User Profile for Daniel Mayard; a What is new in TRI-MEweb? section; and a Release Trends chart for ALMEGA (1946WLMGXRR2). A Notifications sidebar on the right contains messages about TRIFID Signature Agreements, a 248 Days Until RY 2016 Deadline warning, and eReceipts Available.

Navigation Steps	Notes
<p>1. From the My TRI page, click the "Forms" drop-down in the navigation bar and select the "Check for Errors" option from the drop-down menu. Use the image provided for reference. This will take you to the "Check for Errors" page.</p> <p>*Note: User experience may vary compared to images shown.</p>	
<p>2. In the "Passed Form(s)" section select the form(s) you would like to certify and follow the on-screen instructions to certify and submit your form to EPA.</p> <p>In this section you can:</p> <ul style="list-style-type: none"> • View "Summary Reports" in the event the form has passed after being checked for errors and is listed in the "Passed Form(s)" table. • Choose to "Select other Certifying Official" and add a new Certifying Official. • View the status of passed forms and whether their Certifying Official has been notified. • Certify and submit forms to EPA. 	
<p>3. This test is complete when you arrive at the "Submission Confirmation" page where you can view the details of your successful submission.</p>	



Test Name	Uploading a Form R via XML Upload (EPA Only Test)
Test ID	TRI-UAT 1.6
Synopsis	The test will verify that the user can upload a Form R as an XML.
Prerequisites	The user has logged into CDX and the TRI-MEweb application is open.

Navigation Steps	Notes
<ol style="list-style-type: none"> From the My TRI page, click the "Forms" drop-down in the navigation bar and select the "Upload Forms" option from the drop-down menu. This will take you to the "Upload Forms" page. Use the images provided for reference. <p>*Note: User experience may vary compared to images shown.</p>	



The screenshot shows a web browser window with the URL <https://testngn.epacdxnode.net/cdx-trime-web/action/forms/uploadForms/>. The page title is "US EPA Upload Forms | Central Dat...". The navigation bar includes "My TRI", "Facility Management", "Forms", "Submission History", and "Help". The "Forms" dropdown menu is open, showing "Upload Forms". The main content area is titled "Upload Forms" and contains the following text:

You can upload your TRI reporting forms in XML format by dropping the XML file in the box below or clicking the box and selecting your file. Your XML file must comply with the [TRI Data Exchange XML schema](#). Your XML file can contain one or more chemicals for a single facility. The Upload Forms tool only accepts uploads for the current reporting year. Large files (e.g. over 100 chemicals) may take up to a minute to upload.

☒ Use Facility Information from XML

Drop XML file here

[or click here to select an XML file to upload](#)

The footer of the page displays: Version: 2016.0.30-BETA | [Contact Technical Support](#) | [EPA Home](#) | [MyCDX](#) | [TRI Program Home](#)

Navigation Steps	Notes
<p>2. Use the XML file provided to you through email and either drag and drop it into the box or browse to the file once it is saved on your computer by clicking "click here to select an XML file to upload". Once the XML file has loaded, follow the on-screen instructions to save the form to your profile.</p>	
<p>3. This test is complete when you have successfully saved an uploaded form and returned to the "Form Home" page where you can see it listed in the table under the appropriate facility.</p>	



Test Name	Importing a prior year form (EPA Only Test)
Test ID	TRI 1.7
Synopsis	The test will verify that the user can import a prior year form.
Prerequisites	The user has logged into CDX and the TRI-MEweb application is open.

Navigation Steps	Notes
<p>1. From the My TRI page, click the "I need to:" drop-down and select the "prepare a form" option from the drop-down menu. This will take you to the "Form Home" page. Use the images provided for reference.</p> <p>*Note: User experience may vary compared to images shown.</p>	

Reporting Year: 2016

Filter: [Manage Facilities](#)

TRIFID	Facility Name	Address	Form Count	Actions
+ 1946WLMGXRR2	ALMEGA	539 CAJUNDOME BLVD, LAFAYETTE, LA 70506	In Progress: 14 / Pending: 0 / Certified: 9	Add Form(s)
+ 2220WBLLTL131NC	BELL ATLANTIC VA 73064	1310 N COURTHOUSE RD, ARLINGTON, VA 22201	In Progress: 20 / Pending: 0 / Certified: 0	Add Form(s)
+ 7050WCVSPH111WE	CVS PHARMACY 5554	111 WESTGATE RD, LAFAYETTE, LA 70506	In Progress: 0 / Pending: 0 / Certified: 3	Add Form(s)
+ 7050WCVSPH192KA	CVS PHARMACY 5443	1920 KALISTE SALOOM RD, LAFAYETTE, LA 70508	In Progress: 6 / Pending: 0 / Certified: 9	Add Form(s)
+ 7050WCVSPH544AM	CVS PHARMACY 8958	5044 AMBASSADOR CAFFERY PKY, LAFAYETTE, LA 70508	In Progress: 3 / Pending: 0 / Certified: 0	Add Form(s)
+ 7050WCVSPH75BER	CVS PHARMACY 5284	705 BERTRAND DR, LAFAYETTE, LA 70506	In Progress: 0 / Pending: 0 / Certified: 2	Add Form(s)
+ 7050WDGCM711JH	DG & COMPANY, LLC	711 JOHNSTON ST, LAFAYETTE, LA 70501	In Progress: 0 / Pending: 0 / Certified: 1	Add Form(s)
+ 7050WLBRTS44AMB	ALBERTSONS 2719	4400 AMBASSADOR CAFFERY PKY, LAFAYETTE, LA 70508	In Progress: 0 / Pending: 0 / Certified: 0	Add Form(s)

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Navigation Steps	Notes
2. Click the "Add Form(s)" drop-down in the "Actions" column for the facility you would like to prepare a form for.	
3. Click the "Import prior year form(s)" option from the drop-down menu.	
4. Follow the on-screen instructions in the pop-up to select a chemical that you would like to import a prior year form for. Once it is chosen, click the "Import Form(s)" button. This will take you back to "Form Home" page.	
5. The chemical name that you've chosen will be shown beneath the applicable facility. Click the "Begin Form" button under the "Actions" column if you would like to begin the form and follow the on-screen instructions to prepare your prior year form.	
6. This test is complete when the prior year form is available on the "Form Home" page where you can see it listed in the table under the appropriate facility.	